

## Where Do I Find...

**The School Calendar?** There are three available - *Important Dates* is a one-page download located in the right-hand column of the *On Campus* page.

The public, school calendar is located under *On Campus* > *Calendar*. The online, filterable calendar is located in the left-hand column and can be accessed by clicking the **gray "Calendar"** tab. Once there, you can click the **"Date/Event Filter"** drop down box and check the boxes of the event categories you want to see and filter out all the rest.

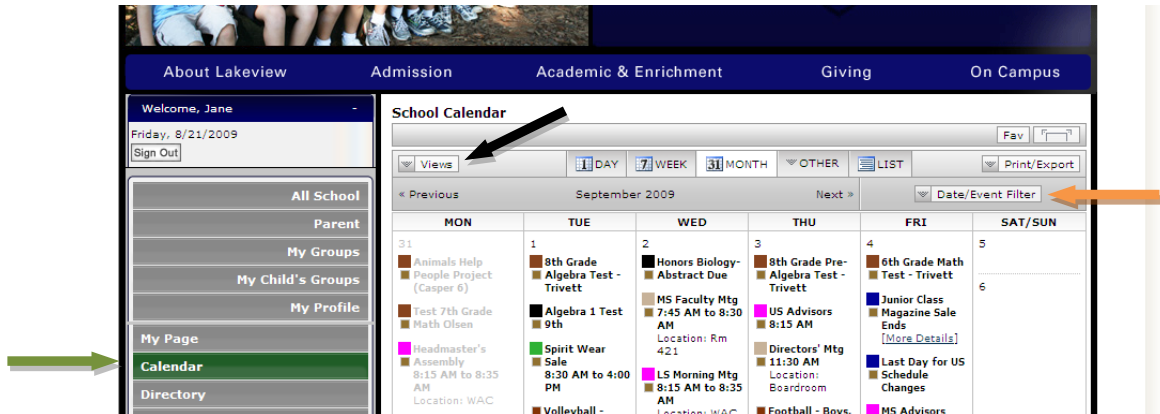
**Public Calendar:**

The screenshot shows the Lakeview Academy website's 'On Campus' page. The main content area displays the 'Calendar - All School' for October 2012. The calendar is a grid showing events for each day of the month. On the right side of the calendar, there is a 'Filter Results By:' section with a list of event categories. A callout box points to this section with the text: 'Filters – check the categories you want to see on the calendar'.

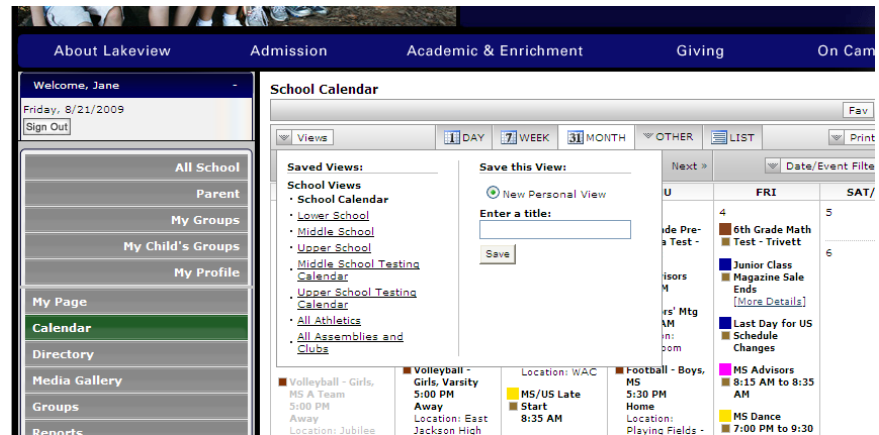
**Event Categories:**

- ☒ Admission
- ☒ All Assemblies and Clubs
- ☒ Alumni Events
- ☒ Athletics Special Events
- ☒ College Counseling
- ☒ Development
- ☒ Faculty/Staff Events
- ☒ Fine Arts
- ☒ Holidays
- ☒ Important Dates

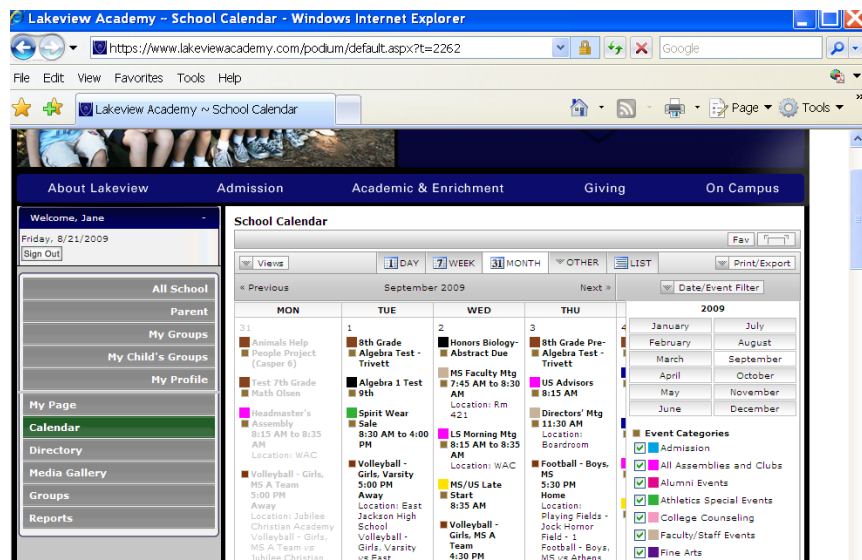
The **customizable calendar** is behind the password. Once you are signed-in, you will click the gray calendar tab in the left-hand column.



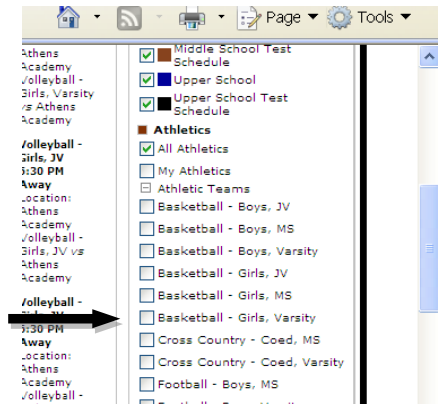
When you click “Views” (look for black arrow above), a drop down menu will give you several “view” options – Lower School, Middle School, Upper School, Athletics, Assemblies, etc. Choose the pre-defined view you wish to see.



If you click “Date/Event Filter” (see the orange arrow in the above example), the drop-down menu will list all the categories you may filter. Make sure the category you wish to see has a check mark beside it.



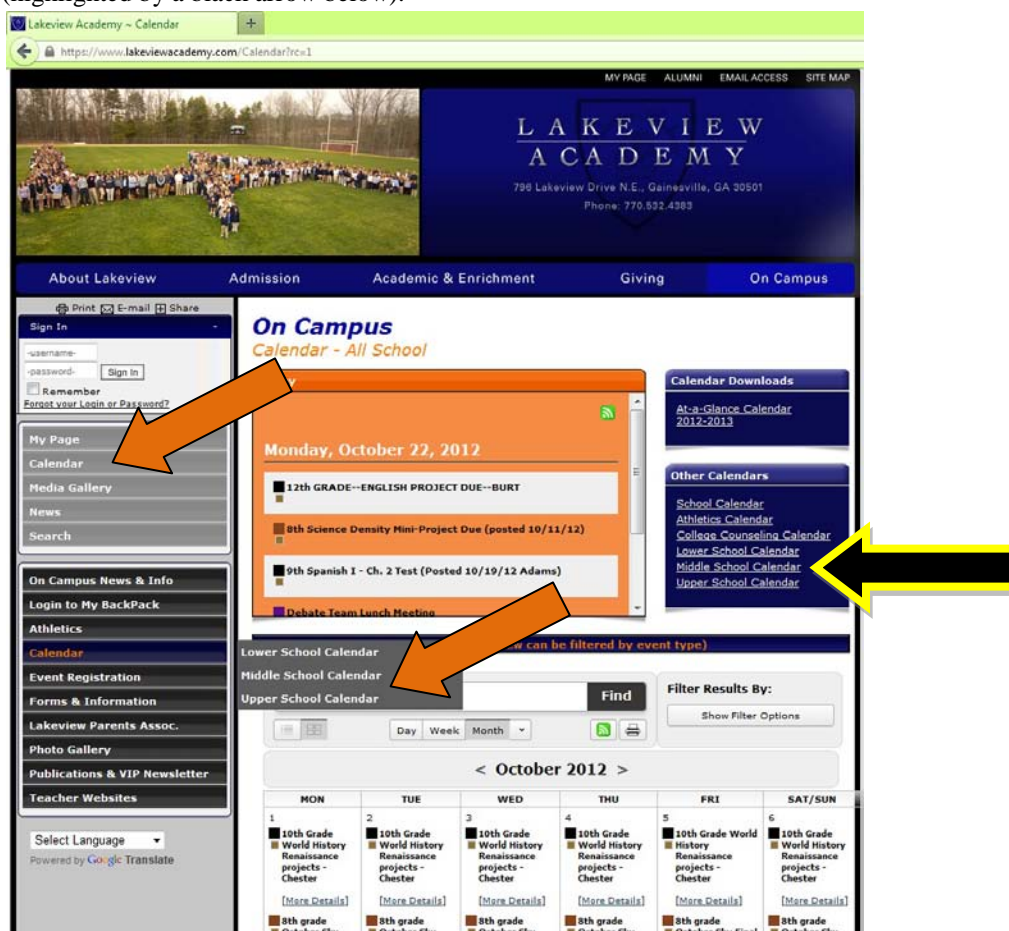
From the Date/Event Filter drop-down menu, you can also specify specific sports and athletic teams to view. Click “Athletic Teams” in the drop-down menu to see the athletic teams with upcoming events. Check the boxes of the athletic events you wish to view. See the example to the right for more detail.



## Test Calendar for Middle or Upper School?

**On Campus > Calendar > Middle or Upper School Calendar** pages.

The illustration below is the **On Campus > Calendar** page. You can access the Middle and Upper School Calendars via the black tabs on the left (highlighted by an orange arrow) or via the links in blue on the right of the page (highlighted by a black arrow below).



Below is a screen shot of the Middle School Calendar page. The right arrow points toward the Middle School

Events calendar and the blue arrow points towards the Middle School Test calendar. If you click the green iCal button (highlighted by a black arrow) you can subscribe to receive notice of any new events added to that calendar.

The screenshot shows the Lakeview Academy website's 'Middle School - Calendars' page. The navigation bar at the top includes links for 'About Lakeview', 'Admission', 'Academic & Enrichment', 'Giving', and 'On Campus'. The sidebar on the left lists various site sections, with 'Calendar' highlighted. The main content area features two columns: 'Middle School - Upcoming Events' and 'Middle School - Test Calendar'. The 'Upcoming Events' column lists events such as 'School Picture Retakes', 'Parent Coffee - Technology at Lakeview', and '7th Grade Drama Class Presentations to Parents'. The 'Test Calendar' column lists tests like '8th Science Density Mini-Project Due', '7th Grade Science - Protists & Fungi Test', '6th Grade Math Test', '7th Grade Math Test', 'MS/US EXAMS', and 'Math League Contest'. A search bar and a calendar view for October 2012 are at the bottom. Annotations include a black arrow pointing to the iCal button in the 'Upcoming Events' column, a blue arrow pointing to the 'Test Calendar' column, and an orange arrow pointing to the 'Calendar' link in the sidebar.

Need more help finding something? Call the Communication Director, [Sondra Berry](#), at 770-531-2657 or [email her](#).